

State of Nevada IT Project Oversight Committee

Meeting Minutes for September 1, 2005

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: September 1, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		Rupert White, project manager PUCN
Kathy Ryan, DoIT	✓	Jeff Damario, PUCN
Dave McTeer, IFS	✓	Steve Grabski, Administrator Agriculture, Bureau of Weights & Measures (W&M)
John Stewart, NDOT	✓	Barbara Middleton, project manager, W&M
Janet Pirozzi, DETR	✓	Keith Rheault, Superintendent, Education
Kathy Comba, DPS	✓	Shawn Franklin, project manager, Education
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		
George Trennin, DoIT	✓	

Minutes –

The minutes from the 08/04/05 meeting were reviewed and approved.

Agenda Items and Discussion

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1.	<p>Review of the Education Bighorn project:</p> <p>The NDE Superintendent Keith Rehault and the project manager Shawn Franklin presented their project to the committee. OtisEd hired David Lamitina to be the new project manager for the BigHorn project. Shawn discussed the Phase II implementation and the move to DoIT hosting services to take advantage of their disaster recovery capabilities. Currently, the project is in the middle of the data validation phase and OtisEd is correcting problems. The current emphasis is on tracking the project, end-to-end file cleanup and reporting. The project plan is jointly owned by both the State and vendor. Due to resource issues, Bighorn had to move the target dates from June 30th to December 31st to allow the movement of hardware and hosting to DoIT. Resource issues included retirements, losing people, etc. Shawn also provided the BigHorn HR Plan showing positions to be filled. The committee indicated that TIRs are required for grant money and for planning.</p> <p>The committee requested Shawn develop an integrated project plan showing not only the vendor deliverables and due dates but the state tasks, state resources, and state due dates as well. Shawn agreed to provide this to the committee.</p> <p>Two questions were asked by the committee:</p> <p>(1) Did Bighorn prepay the vendor on deliverables before they were inspected, validated as fully functioning, and approved? Current practice is not to approve deliverables unless they are validated first. Shawn replied that everything was fully functioning except the Unique ID Deliverables and the Computer Based Training and that they are almost completed.</p> <p>(2) Does annual maintenance on Phase I cover Phase II? Shawn replied yes it does.</p>
2.	<p>Agriculture Weights & Measures Licensing and Payment project (Initiation)</p> <p>Steve Grabski, Department of Agriculture, Bureau of Weights and Measures and Barbara Middleton, the project manager presented their new project to the committee. Project objectives include providing a system to allow the Bureau to migrate from a fee based system to a licensed based system as mandated by NRS581. Key activities include consolidating the five currently operating stand alone databases, tracking and monitoring both devices and customers (physical and billing), documents, complaints, inspectors, equipment and vehicles. The desired outcome of this project is improved customer service, higher efficiency of operations by offering online licensing, registration, online pre-defined reports, and easy access to service providers. The project is currently in the Project Definition and Analysis Phase and will enter the Solicitation and Contracting (RFP) Phase shortly.</p> <p>The following risks were addressed at the committee: (1) bids from RFP come back too high or no responses are received (2) IFC turns down the request for the rest of the project funding (3) System is rejected by the field Inspectors and office staff. The committee also explored proposed mitigations to these risks. Barbara Middleton also addressed essential staffing requirements, financial outlook, and project scorecard.</p>

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3.	<p>PUCN Electronic Filings and Records Management project (Initiation):</p> <p>Rupert White, the project manager for the Public Utilities Commission presented his project to the committee. The presentation included project goals, overview, risks, and challenges of infrastructure change, technologies, timelines, budget & expenditures. This project's mandate is to convert all paper filings to electronic format, including enabling the PUCN to accept electronic filings and payments.</p> <p>The project consists of two consecutive implementation segments. Segment 1 involves the records management application, upgrades in the existing PUCN technology infrastructure, and legislative workflow components. Segment 2 pertains to application redesign and development combining various PUCN database systems into a secure image enabled and web enabled integrated system enabling the acceptance of electronic filings and payments over the internet and over the counter.</p> <p>Segment 1 is currently in GREEN status and in the Implementation Phase. Segment 2 is currently in GREEN status and in the Definition and Analysis Phase.</p> <p>The committee requested Rupert send an integrated project plan with the October IPR.</p>
4.	<p>Review of the SOS Statewide Voter Registration System:</p> <p>No monthly report was submitted; however, a separate communication to Kathy Ryan indicated that the project would be "on time" for the Federal mandate.</p>
5.	<p>Review of the Taxation Unified Tax (Phase II) project:</p> <p>The committee reviewed the new IPR and its metrics for Phase II which is 14 months in duration. Phase II achievements since last review showed deliverables accepted, including the detailed project plan and schedule. A high level integrated project plan was provided showing state and vendor high-level tasks; however, the committee wondered if there were any shared tasks between the state and the vendor?</p>
6.	<p>Real Estate Licensing project (Closeout):</p> <p>The committee did not receive the project closeout report.</p>
7.	<p>Review of the DETR Contributions Redesign project:</p> <p>The committee reviewed the monthly report and discussed the 98% completion of the project and that the project was implemented on 08/22/05. The quarterly tax and wage information comes in at the end of the 3rd quarter so this functionality will not be used until the end of September. A closeout report will be prepared at the end of October for the November ITPOC meeting.</p>
8.	<p>Review of the DoIT Microwave project:</p> <p>The committee reviewed the monthly report and noted that the new target dates of 8/31/05 for Phase 2A and a new target date of 10/31/05 for Phase 3 had not been changed on the IPR. Request to be made of the project manager to revise those dates.</p> <p>For Phase 2A, GP&A will perform final verification of path performance and final acceptance by DoIT the week of 9-5-05. For Phase 3, discussed (1) issue of sole source contract to complete building modules and installation of solar plant at Spruce Mountain pending (2) BLM now claiming that the site is not built where existing grant is located.</p>

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9.	Review of monthly Wildlife Licensing project: The committee reviewed the monthly report and noted that a few deliverables (6.6.3.1.3 and .4) are overdue.
10.	MHDS AIMS to AVATAR Upgrade project Phase 3: The committee reviewed the monthly report and had no questions or concerns.
11.	Discussion items: The committee discussed the diagrams outlining the IT Project Manager Pre-Qualification / Qualification Processes.

Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
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¹ *Action Item:* A commitment to complete an action or an assignment.

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75.	4/1/04	<p>PROCESS IMPROVEMENTS:</p> <p>Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. As an interim measure, revise existing IPR with minor adjustments adding fields for resolution date and status. The PSPs need to reflect these changes.</p> <p>Develop a template and guide for contingency plans.</p> <p>Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.</p> <p>Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk. Revamp IPR risks area, indicate resolution dates, escalation dates, provide instructions for elaborating on issues and risks.</p> <p>Develop an alternate method for calculating variances on the IPR. Change the form to ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.</p> <p>Review the November report from the NDE Big Horn project vendor, Otis Ed, and evaluate if some segments of it, such as status of issues and color coding (R,Y,G) should be added to the IPR.</p> <p>Add Quality Assurance reports to the reports sent to the ITPOC for review.</p> <p>Review QA format to consolidate essential points from IPR and UTS QA into one view. Also show activities since last review (delta).</p>	GEORGE	Ongoing	
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	ALL		
119.	5/7/05	Education Bighorn project: Request clarification regarding the contract's detailed scope of work and server acquisition and requirements from Shawn Franklin.	Kathy	Done	09/01/05

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135.	09/01/05	Education Bighorn project: Ask for submission of integrated project plan which showed management of State resources which had been missing in Phase I.	Kathy	In Progress	
136	09/01/05	Wildlife Licensing project: Request updates on deliverables that are overdue.	Kathy	In Progress	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision*: Reaching a conclusion... particularly in response to a course of action.